

14 SEP 1978

DD/A Registry

18-1876/8

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : F. W. M. Janney
Director of Personnel


SUBJECT : Inter-Directorate Rotational Assignment

REFERENCE : DDCI Memorandum, same subject, dated 18 May 1978

1. Attached are the descriptions of the positions which have been designated to be filled through the Inter-Directorate Rotational Program as described in referenced memorandum.

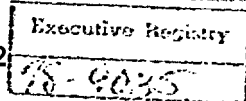
2. The initial assignments to these positions will be for a period of two years. Please provide the names of your candidates for any or all of these positions to my office by 22 September 1978.

3. After all candidates have been identified, my office will match the individual credentials with the proposed duties of the jobs and will submit the top three candidates for your consideration.


F. W. M. Janney ✓

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Attachments



18 May 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : Deputy Director of Central Intelligence

SUBJECT : Inter-Directorate Rotational Assignments

1. The Director and I have concluded that, in order to encourage more inter-Directorate rotational assignments and to develop future Agency managers, a more comprehensive Agency-wide rotational program will be instituted. As an add-on to the Personnel Development Program (PDP), we wish to identify 30 positions throughout the Agency that can be used for cross-Directorate developmental purposes. The number of positions to be so designated are seven by each of the Directorates and two by the "E" Career Service.

2. In designating these positions you should consider only career-enhancing staff or line-type positions that would add to the professional growth of the individuals assigned to them. The grades of the positions should range from GS-13 to GS-15.

3. Please provide a description of the functions to be performed in each designated position to the Director of Personnel by 16 June 1978.

4. After all positions have been identified, you will be asked to propose candidates to fill these positions. The Office of Personnel will match individual credentials of these candidates with the proposed duties of the job and will submit recommendations to the appropriate component managers.


5. To emphasize the importance of this program and to ensure that Agency managers of the future are properly developed, cross-Directorate service will be given additional value when recommending employees for promotion to GS-16 and above. This rotational assignment program is a major part of a comprehensive effort to develop well-rounded and effective managers in the Agency.


Frank C. Carlucci

STATINTL

Distribution:

Orig - DDA
1 - Each additional addressee
1 - DDCI
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Orig - D/Pers/FWNJanney:jmk (4May78)
Revised/Retyped:O/DDCI::skm (18May78)

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